

Duluth Workforce Development Board Standing Committee Descriptions

Executive Committee

The work of the executive committee revolves around the following key areas:

- Set agendas for the WIB meetings
- Coordinate development of strategic planning process; monitor progress toward goals
- Handle urgent issues and act on behalf of the WIB between board meetings as needed
- Act as liaison to the WIB Director
- Review and make final recommendation for new members to the Mayor

Governance Committee

The work of the governance committee revolves around the following key areas:

- Coordination of new board member recruitment and orientation
- Development and administration of policies and governing documents (e.g. Bylaws, Conflict of interest policy, board calendar, member roster, etc.)
- Board evaluation and assessment; recommendations to Executive Committee regarding necessary trainings and facilitation. Committee would not be doing trainings and facilitations, but would be responsible for recommending those actions as gaps or needs are identified based on evaluation/assessment results

Community Engagement & Marketing Outreach Committee

The work of the business engagement and outreach committee revolves around the following key areas:

- Provide information and promote the WFC to individuals, businesses, community organizations, government organizations and others
- Assist businesses in understanding and taking advantage of opportunities to improve profitability and capabilities by sponsoring information sharing events, doing outreach to businesses, and through involvement in professional organizations
- Coordinate a Speakers' Bureau to promote and educate about the Workforce Development Board, Workforce Center(s) and community resources regarding skilled workforce development

Sector & Career Pathways Development Committee

The work of the research and sector partnerships committee revolves around the following key areas:

- Convene business and industry sector leaders, educators and community based organizations to identify and create sector-based, career pathway programs for skill development.
- Work to create a bridge between educational institutions, business and industry by identifying skills needs and communicating them to educational partners. (Career Pathways)
- Support initiatives which increase the labor supply for high demand industries, both current and future, in cooperation with state and local economic development partners.
- Provide support to existing or emerging business/industry clusters, and to help generate and implement strategies that expand these types of business in the area.

Youth/Education Committee

The work of the youth/education committee revolves around the following key areas under the direction of the Local Board. The committee may:

- a. Recommend policy direction to the Local Board for the design, development, and implementation of programs that benefit all youth;
- b. Recommend the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth;
- c. Recommend ways to leverage resources and coordinate services among schools, public programs, and community-based organizations serving youth;
- d. Recommend ways to coordinate youth services and recommend eligible youth service providers;
- e. Provide on-going leadership/support for continuous quality improvement for local youth programs;
- f. Assist with planning, operational, and other issues relating to the provision of services to youth; and
- g. If so delegated by the Local Board after consultation with the CEO, oversee eligible youth providers, as well as other youth program oversight responsibilities.

For additional information about DWDB committees or to become involved, please contact Paula Reed at preed@duluthmn.gov.